

Client # \_\_\_\_\_

## CERTIFICATE AND RELEASE

From: \_\_\_\_\_ [Contractor's Name]

To: \_\_\_\_\_ [Owner's Name]

This document refers to the contract dated [Insert Date], between [Program Administrator's Name], located at [Program Administrator's Address], [Owner's Name], located at [Owner's Address], and [Contractor's Name], located at [Contractor's Address], for the rehabilitation work at [Rehabilitated Property Address].

### 1. Payment Due

The Contractor confirms that a balance of \$ \_\_\_\_\_ is currently due from the Program Administrator under the contract, including approved Change Orders and modifications.

### 2. Additional Outstanding Claims

In addition to the amount set forth in Paragraph 1, the Contractor states that the following outstanding claims are still due and unpaid:

A. \_\_\_\_\_

B. \_\_\_\_\_

### 3. Work Completion and Compliance

The Contractor certifies that all work under this contract, including any approved change orders (Change Order No. \_\_\_\_\_), has been completed according to contract terms. Additionally, there are no unpaid claims related to materials, supplies, equipment, or unpaid wages for laborers and mechanics.

### 4. Payment Received

Except for the amounts listed in Paragraphs 1 and 2, the Contractor confirms that all payments due under the contract or any modifications have been received from the Program Administrator.

### 5. Release of Claims

In consideration of the payment mentioned in Paragraph 1, the Contractor releases the Owner from any further claims related to this contract, except for any unresolved amounts listed in Paragraph 2. If for any reason the Program Administrator does not fully pay the amount stated in Paragraph 1, that unpaid amount will be included as an outstanding claim under Paragraph 2. Upon receiving full payment, the Contractor agrees to release the Owner from any and all claims related to the contract and will provide any further necessary documentation upon request.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument this date of

\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Contractor Company Name

By: \_\_\_\_\_

Name and Title \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public